

PEPR SAMS

Call for juniors chairs

Application platform: instructions for use

The entire application process will be done online.

- To apply, you must have an active access account to the EVA3 web platform

Three cases:

- **If you are an Inserm employee**, there is **no need to create** an account. You just need to **enter your Inserm email account information** (login: firstname.lastname@inserm.fr) to connect to EVA3 by clicking here. The **password** is the **same** as the one you use for **Sirène** access to declare your absences, for example. If you **forgot your password**, please click [here](#).
- **If you are not an Inserm employee** and have **never accessed EVA3**, please follow these **2 steps to create your access account** :

Click [here](#) and **enter your true identity information** before validating.

Activate your account (within 48 hours maximum) after receiving the email specifically for this purpose.

- **If you are not an Inserm employee** and have **already accessed EVA3** personally, you probably already have **an active access account to EVA3**. Please **log in directly** to your account by clicking [here](#).

If you need to **change the password** for this account, please click [here](#).

If you need to **change the email address used as your username** (login) when creating this account, please contact: support.dsi@inserm.fr.

➤ To access the application form

- After successfully logging in to your EVA3 account, you will be **redirected to the platform's home screen** and able to access to the application platform.
- **To change the language:** click on the wheel next to your first and last name.



- **To access to the SAMS platform:** In the search bar, search for the following **keywords** "SAMS".
- **Then, please click only** on the mention "**REGISTER**".



- **Then, please click on the "VALIDATE" button.**

You will be immediately redirected to the electronic file to consult for the first time and complete step by step. At this point, you will be **recognized as a candidate** and the bearer of an electronic file.

Important note: An email will automatically be sent to you if the operation is successful. If it does not appear in your inbox, please check your "Archives", "Junk mail", or "SPAM" folders.

- Finally, a **new tile representing your application file** appears. Click on the mention "My application of XX/XX/XXXX (XX:XX)".

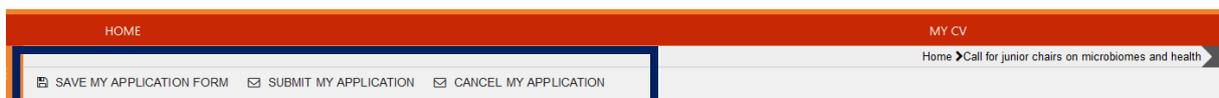


➤ To complete and submit your application form

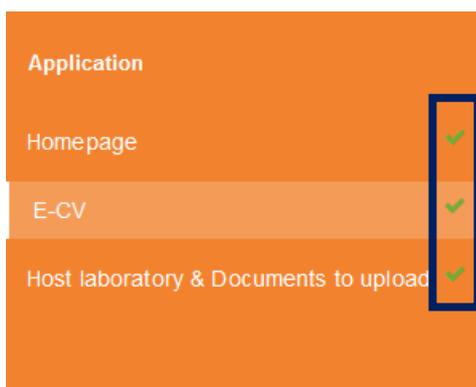
- **Navigation** within the **e-file** is done through the **menu** located on the **orange vertical banner** by clicking on each part proposed to load the appropriate online form.



- To **manage** your **e-file**, an **action bar** is **available** and should be used.



- The **application** can be **successfully submitted** only if all **3 parts** are **accompanied** by a **green checkmark** ✓ on the menu.



=> To achieve this, please **fill in** all the **required fields**, identified by an **asterisk (*)** at the **end** of the **respective titles**.

Residential address *

=> If you are **unable to submit your application**, a message appears at the bottom of the page.

=> **To highlight missing elements**, click on "SUBMIT MY APPLICATION" on the page marked with an exclamation mark.

HOME MY CV

numéro113 CANDIDAT113

SAVE MY APPLICATION FORM SUBMIT MY APPLICATION CANCEL MY APPLICATION

Home Call for junior chairs on microbiomes and health numéro113 CANDIDAT113

E-CV

CV OF THE CANDIDATE

Surname: CANDIDAT113 First name: numéro113

Date of birth *: 02/05/1980

Residential address *: 250 characters left

Nationality *: French

Phone number: +33789101123 8 characters left

Login account | Email address: candidat113.numero113@yopmail.com

Confirmation | Email address *: Yes (selected) No

Valid ORCID ID *: 000156682222

The form is not valid...

➤ Contact

For questions on scientific and technical aspects, please contact: evelyne.jouvin-marche@inserm.fr; laetitia.le-falher@inserm.fr.

For using and technical problems, please contact: support.dsi@inserm.fr.